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From Awareness to Action

SUMMER SCHOOL OF GERONTOLOGY

August 21-26, 2005

Sponsored by

LIEUTENANT GOVERNOR'S OFFICE ON AGING

In Partnership With



And



Hosted by Springmaid Beach, Myrtle Beach, South Carolina

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MISSION OF SUMMER SCHOOL

The mission of the Summer School focuses on: 1) building knowledge and skills, 2) promoting personal and professional development, and 3) enhancing credentials. The school is guided by principles which assist in the continuous development and improvement in curriculum and program content. The school offers: 1) an opportunity to improve the quality of services, 2) interagency cooperation and multi-disciplinary functions, 3) quality education at the most affordable price, 4) motivation and renewal, 5) physical and financial accessibility, 6) a focal point for activities, 7) a needs-based curriculum and program, 8) continual responsiveness to changes, and 9) an opportunity to supplement learning through informal networking.

Students represent various agencies and institutions throughout the state including the Departments of Health and Human Services, Social Services, Health and Environmental Control, Mental Health, and Area Agencies on Aging, Councils on Aging, colleges/ universities, nursing homes, assisted living facilities, adult day care facilities, hospitals, law enforcement, and home health agencies.

COURSES TO BE OFFERED IN 2005

Course offerings this year include familiar ones back by popular demand, and new ones developed in response to the needs assessment and to evaluation responses. Please contact any of the administrative staff or any member of the Planning Committee with comments, requests or suggestions for future courses.

FUTURE DATES/LOCATIONS

The 2006 Summer School will be held on August 20-25, 2006, at Springmaid Beach, Myrtle Beach, SC.

SENIOR DAY/SENIOR TRACK

Senior Day is Wednesday, August 24. Courses of interest will be offered for seniors on Senior Day. Seniors may visit the exhibit hall free of charge. Many courses of interest to seniors will be offered during the week. These courses will be listed under the Senior Issues Track on pages 13-16. Seniors may register for other courses if they wish to take these courses. Scholarships are available to the first 50 seniors who register that are 60 and over, retired, not employed, and have an income of less than \$1,350 per month.

BASIC TRACKS

The basic tracks that will be offered at Summer School are as follows:

- ◆ Administration & Finance
- ◆ Alzheimer's Disease & Related Disorders
- ◆ Caregiving
- ◆ Communication
- ◆ Complementary & Alternative Medicine
- ◆ Computers
- ◆ Elder Rights
- ◆ Health Promotion & Wellness
- ◆ Home Care
- ◆ Information & Referral
- ◆ Long Term Care
- ◆ Senior Issues
- ◆ Transportation

WHO MAY REGISTER

The Summer School of Gerontology is open to the public. Certain courses have pre-requisites. Please contact the Lieutenant Governor's Office on Aging if you have any questions about specific courses.

APPLICATION PROCESS

Before July 29, the **non-refundable application fee of \$20** must accompany each application. If this fee or a purchase order is not included, your application will not be processed. **Friday, July 29**, is the deadline for application without a late

fee. After July 29, the **non-refundable application fee of \$20 plus the late fee of \$20 for a total of \$40** must accompany the application. The late fee will not be covered under the scholarship. Applications will be accepted until August 5, 2005, 4:30 p.m. and are to be mailed to:

**Summer School of Gerontology
Bouknight Management Services
Post Office Box 151
Lexington, SC 29071**

CANCELLATION AND REFUND POLICY

Cancellation of Courses

To cancel a course registration, call 803-665-6934. Cancellation of a course will be accepted until August 5, 4:30 pm. Fees will not be refunded after August 5, 2005.

Substitute attendees will be accepted, but a \$15 processing fee will be required. Please advise in writing if a substitute will be attending in your place. Refunds will not be processed for persons attending any portion of a class. The Lieutenant Governor's Office on Aging has the right to cancel a course if less than eight enroll. **Students will be allowed to substitute another course and transfer the application fee. The fee to change a course will not be charged. The application fee will not be refunded.**

Cancellation of Housing and Meals

Cancellation of housing and meals will be accepted until August 5, 4:30 pm. There is a \$25 cancellation fee. This fee is not covered by scholarship. There is a \$25 cancellation fee. To cancel meals and lodging, call Springmaid Beach reservations line at 1-800-770-7198. Cancellations made after August 5, 2005 will result in **complete** forfeiture of deposit.

Natural Disaster Cancellation

In case of a natural disaster declaration and mandatory evacuation of the Myrtle Beach Area by the Governor, the Summer School may be cancelled. Information will be provided to statewide media and the Lieutenant Governor's web site at www.aging.sc.gov.

REGISTRATION AND HOUSING CHECK-IN

Registration for Courses

Registration for courses will be held in the lobby of the Registration Building, Springmaid Beach, on Sunday, August 21, from 3:00-6:00 pm. Other times for course registration will be mailed with the course confirmation.

Check-In for Housing

Check-in for housing begins at 4:00 pm each day in the Registration Building.

SCHOLARSHIPS

Scholarships **may** cover course fees, meals and lodging, up to \$350 and will not be awarded to out-of-state students. The total amount allowed is applied in the following order: course fees, meals and lodging. In order to receive scholarships, students must share a room or pay the difference in the room rate. Students' office must be at least 50 miles away to be eligible for meals and lodging scholarships. Students must take classes each day that meals and lodging are requested. Applications must be postmarked by July 29, 2005 to be eligible for meals and lodging scholarships. Late fee and change fee are not covered by scholarship.

To apply for a scholarship, please complete the *Scholarship Request Form* on page 45. There are seven (7) types of scholarships available to students:

Social Services Block Grant (SSBG) scholarships are available on a limited basis. To

qualify, you must be employed by an SSBG-funded provider agency. This applies to all staff of the agency.

Title V scholarships will be provided for Title V enrollees for any course offering and for other Title V program participants (supervisors and other host agency personnel directly involved in Title V).

Senior scholarships will be provided on a limited basis for course fees for Seniors 60 and over, retired, not employed, and have an income of less than \$1,350 per month.

Alzheimer's Resource Coordination Center (ARCC) scholarships will be provided for course fees for Alzheimer's related courses to grantees of the ARCC.

Ombudsman scholarships will be provided to local Ombudsman at the Area Agencies on Aging for application fee, course fee, meals and lodging. Approval for scholarship must be received in advance. For further information, contact Kay Mitchell at 803-734-9937.

SC ACCESS will provide scholarships for Regional I&R Specialists and Family Caregiver Advocates whose jobs require that they be AIRS certified. The scholarship will cover the application fee, lodging, and meals and the ABC's of I&R course fee. Approval for scholarships must be in writing in advance from Denise Rivers. A letter or email of approval from Denise Rivers **must** accompany your application. Summer School Registration must be sent to Bouknight Management as noted in the brochure. For additional information, contact Denise Rivers no later than July 8, 2005, at 803-734-9939 or email riversd@aging.sc.gov.

The Lieutenant Governor's Office on Aging (LGOA) will provide a limited number of scholarships for persons who **do not** qualify for any of the above scholarships. These scholarships will be awarded on a first-come, first-serve basis.

ACCREDITATION

Participants may wish to make application to various professional organizations for Continuing Education Units. Specific information on each course is available, upon request, from the Bureau of Senior Services.

Certificate of Attendance

A certificate of attendance will be issued to those registering for non-credit courses.

Social Workers

The Lieutenant Governor's Office on Aging is pre-approved as a provider for continuing education for social workers by the S.C. Board of Social Work Examiners. The certificate of attendance from the Lieutenant Governor's Office on Aging can be used for documentation.

Long Term Health Care Administrators Board

Application has been made to the Board of Long Term Health Care Administrators for approval of Continuing Education for Nursing Home Administrators and Community Residential Care Facility Administrators for a maximum of 27 hours. **Provide your license number on the General Application Form to receive credit for Continuing Education.** The certificate of attendance from the Lieutenant Governor's Office on Aging can be used for documentation.

Law Enforcement Certification

Application has been made to the S. C. Criminal Justice Academy for approval of Law Enforcement Certification credit.

National Certification Council for Activity Professionals

Application has been made to the National Certification Council for Activity Professionals for continuing education.

CREDIT

Continuing Education Units (CEU)

There is a \$10 cost per class for Continuing Education Units (CEU) from Coastal Carolina University. The amount of the CEU credit is determined by the number of hours that the course meets. Forms will be available at registration. Checks should be made payable to Coastal Carolina.

LODGING

Springmaid Beach Resort Hotel and Conference Center provides lodging on a secluded 34-acre retreat on the Atlantic Ocean at the south end of Myrtle Beach's famous Grand Strand. Springmaid Beach is offering five different room types to accommodate all Summer School participants:

Live Oaks and Palmetto rooms offer two queen size beds, refrigerator, microwave, coffeemaker, alarm clock, hair dryer, cable TV, safes, voice mail, data ports, and private ocean view from your balcony. (Accommodates 4, \$94.35 per night.) **Rooms in Palmetto are limited.**

There are a limited number of Palmetto Hospitality suites, one bedroom, two bedroom or 4 room (3 bedroom) suites available in Live Oaks. The suites will be filled on a first come, first serve basis. You may view the suites at www.springmaidbeach.com. If you are interested in one of these suites, call Kay Mitchell at 803-734-9937 or email at mitchelk@aging.sc.gov.

MEALS

Meals will be served in the Marlin's Buffet Restaurant. The cost of meals is \$22.59 per day: breakfast - \$5.91, lunch - \$7.00, dinner - \$9.68. Meal times are listed in your registration package. Participants are encouraged to purchase meal tickets in advance. However, there will be a cashier on duty for each meal. IF PURCHASING MEALS IN ADVANCE,

PAYMENT FOR MEALS MUST BE INCLUDED WITH THE SPRINGMAID REGISTRATION FORM FOR LODGING AND MEALS.

PARKING

Ample parking is provided underneath and around Live Oaks Building as well as the parking garage across the street from the building.

LOCATION OF ACTIVITIES

All buildings are located within convenient walking distance of each other. The registration packet will include a list of meeting places for all activities and a map of the campus will be mailed with the confirmation letter. The majority of classes will be located in the Robert L. Reid Conference Center.

DRESS

Casual dress is emphasized. Business suits, ties and heels are discouraged. Jeans, shorts, and swimwear may be needed for free time and social activities. Wear comfortable shoes. Temperatures may vary in classrooms; please bring a sweater or a light jacket.

INFORMATION

Direct questions about courses, fees, registration, scholarships, or additional brochures to:

Bouknight Management Services

Beth Bouknight 803-665-6934
bethbouknight@yahoo.com

The Lieutenant Governor's Office on Aging

803-734-9900 or 1-800-868-9095

Kay Mitchell, Department Head
Education & Training
mitchelk@dhhs.state.sc.us

Direct questions about housing and meals to:

Springmaid Beach

1-800-770-7198

EMERGENCY NUMBERS

The after-hours emergency telephone number is (843) 315-7100 (Hotel Operator).

PLANNING COMMITTEE MEMBERS

The Planning Committee members work throughout the year planning curriculum, course development, program activities, evaluation, and administration.

Geri Adler, Ph.D., Director, South Carolina Center for Gerontology, Associate Professor, College of Social Work, University of South Carolina, Columbia, South Carolina

Kathy All, NHA, Director of Regulatory Affairs, South Carolina Health Care Association, Columbia, South Carolina

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Eve Pekkola, Yoga Instructor/Personal Trainer, Aiken, South Carolina

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Sue B. Woodard, RNC, Community Education Specialist, Care Pro Home Health Services, Columbia, South Carolina

PROGRAM ACTIVITIES

The Summer School of Gerontology values the opportunity for participants to interact and engage in informal networking. The program activities listed below are scheduled to include a variety of interests, locations, and times.

Sunday Afternoon *Welcome/Registration*

Time: 3:00 pm - 6:00 pm
Location: Hotel Lobby
Menu: Cookies and Punch
Price: No Cost

Sunday – Thursday Evenings *Shopping at Malls*

Information will be provided on the Trolley and Bus schedule so participants can enjoy shopping at the many outlet malls in the area.

Monday *Kick-Off*

Time: 12:30 pm
Location: Cafeteria
Program: Neal Petersen, Speaker
Menu: Lunch in Cafeteria
Price: Lunch on your own

Grand Prize Drawing



Monday Evening *Dinner and Theatre*

Time: 5:00 pm -leave Springmaid
Dinner: Pine Lakes Country Club
Menu: Prime rib, lemon & herb roasted chicken, gouda cheese mashed potatoes, seasonal vegetables, rolls & butter, garden salad, dessert, tea, water, coffee
Show: "One" at the Alabama Theatre
Price: \$49.95 includes transportation, dinner and theatre
Phone #: 1-800-819-2282 to register

Tuesday Evening *Beach Blast*

Time: 8:00 pm - 9:30 pm
Location: Palmetto Pool Area
Topics: Dr. G's DJ Show
Menu: Cash Bar and Snacks
Price: No cost except beverages on Cash Bar

Wednesday *Exhibits and Ice Cream Social*

Time: 9:00 am - Exhibits Open
Location: Robert L. Reid Conference Center, Atlantic Ballroom
Program: Exhibit Hall
Menu: Ice Cream Sundae in Afternoon
Price: No cost

Wednesday, August 24, 2005

You Got Medicare? All You Need To Know

Time: 5:00 pm - 8:00 pm

Location: Exhibit Hall

Topic: The Medicare Modernization Act: Preparing for Implementation

Program: Presentation
Refreshments
Questions and Answers
Door Prizes

Menu: Large French bread submarine sandwich layered with assorted cold cuts, cheeses, and relishes, topped with chef's special Italian style dressing, fresh fruit, cookies, and beverages.

Price: No Cost

Lieutenant Governor André Bauer is convening a statewide senior town meeting so that South Carolina families and organizations can hear how the Medicare Modernization Act affects them.

If you are a person on Medicare, disabled, a senior, a caregiver, or a professional in the health and human services field providing services to the elderly or disabled, you should attend. The Medicare Modernization Act mandates a new emphasis on prevention services, and creates a pharmacy benefit beginning January, 2006.

Answers to your questions will be provided by a team of federal Medicare experts, headed by Constantinos Miskis, regional administrator for the Administration on Aging from Atlanta.

2005 SUMMER SCHOOL COURSES

Courses have been arranged by tracks according to target groups to assist you in selecting courses: but you may cross over tracks. The course number can be used to find the course in the schedule and the course descriptions. Be aware that many courses could apply to other tracks.

	2005 Summer School Courses	TRACKS												
		Administration	Alzheimer's Disease and Related Disorders	Caregiving	Communications	Complimentary & Alternative Medicine	Computers	Elder Rights	Health Promotion/Wellness	Home Care	Information & Referral	Long Term Care	Senior Issues	Transportation
Monday & Tuesday--All Day Wednesday AM	MTW01 Administrator's Guide to the Policies & Procedures of the LGOA	X												
Monday & Tuesday All Day	MT02 ABC's of Information, Referral, & Assistance for I&R Specialists				X						X			
Wednesday All Day Thursday – AM	WTH03 Conversational Spanish for Health and Human Services Workers	X			X			X	X		X	X		X
Wednesday & Thursday All Day	WTH04 Intermediate AIM—Query Builder, Ad Hoc & Pre-Programmed Reports	X					X							
Thursday & Friday – AM	THF05 Advanced Spanish	X			X			X	X		X	X		X
Monday -- All Day	M06 Long Term Care and Health Care Planning	X	X	X				X		X	X	X	X	
	M07 Maintaining a Safe and Healthy Environment			X		X				X				
	M08 A Place to Grow Old Successfully: Creating Senior-Friendly Communities	X										X		
	M09 Basic Grantwriting	X										X		
	M10 Managing Stress I: You Gotta Do It Before You Give It Away	X		X	X	X			X	X	X	X		
	M11 Naturally Healthy: Current Trends in Treating the Whole Person	X		X		X			X	X		X	X	
Monday -- AM	M12 Internet & Windows Basics	X					X							
	M13 Communication & Diversity	X		X	X			X		X	X	X		X
Monday -- PM	M14 Accessing Home Health Care Services	X		X	X					X	X		X	
	M15 Medicaid Fraud	X						X				X		
	M16 Safety in the Workplace is No Accident	X							X			X		X

	2005 Summer School Courses	TRACKS												
		Administration	Alzheimer's Disease and Related Disorders	Caregiving	Communications	Complimentary & Alternative Medicine	Computers	Elder Rights	Health Promotion/Wellness	Home Care	Information & Referral	Long Term Care	Senior Issues	Transportation
Tuesday -- All Day	T17	AIM Basics					X							
	T18	Skills Review of Activities of Daily Living (ADL's)		X						X				
	T19	Understanding the Aging Process	X	X				X	X	X	X	X	X	X
	T20	Activities for Individuals with Dementia		X					X			X		
Tuesday -- AM	T21	Healthy Eating to Control Diabetes, High Blood Pressure & Cholesterol		X		X			X	X	X	X	X	X
	T22	Volunteer Management 101	X					X	X	X		X		
	T23	Evaluating Quality: Measuring Effectiveness in Services for Seniors	X						X			X		
	T24	Managing Stress II: More Tips & Opportunities for Practice	X		X	X	X		X	X	X	X		
	T25	Effective Time Management	X						X	X	X	X		X
Tuesday -- PM	T26	Psychological Disorders in Older Adulthood: Causes, Treatment & Prognoses		X	X			X			X	X	X	
	T27	Motivating Positive Lifestyle Changes				X		X	X		X		X	X
	T28	Use of Forensic Science in Detecting Elder Neglect & Abuse	X					X		X			X	
	T29	Clues to Solve the Mystery of Caregiver Stress		X	X	X	X		X	X	X	X	X	
	T30	Improving Participation & Enhancing Nutrition Services In Older American Act Programs	X						X					
Wednesday -- All Day	W31	Health Promotion Program Planning: If You Plan It, Will They Come?	X						X			X		
	W32	Building Strong Resident and Family Councils in Nursing Homes	X					X				X		
	W33	Physical Activities for the Older Adult							X			X	X	
	W34	Conducting Client Assessments by Using Good Interviewing Skills				X				X	X	X		
	W35	Humor and Aging: Adopting an Attitude of Amusement	X	X	X	X	X		X	X	X	X	X	
	W36	Defensive Driving: 8 Hours												X

	2005 Summer School Courses	TRACKS												
		Administration	Alzheimer's Disease and Related Disorders	Caregiving	Communications	Complimentary & Alternative Medicine	Computers	Elder Rights	Health Promotion/Wellness	Home Care	Information & Referral	Long Term Care	Senior Issues	Transportation
Wednesday - AM	W37	Home Injury Prevention			X				X	X			X	
	W38	Tools for Making Better Healthcare Decisions	X	X	X	X		X			X	X	X	X
	W39	AIRS Certified Information & Referral Specialist Exam									X			
	W40	The Social & Emotional Meaning of "Home" for Older Adults	X		X	X		X		X	X		X	
	W41	AIRS Certified Information & Referral Specialist Retake Exam									X			
Wednesday - PM	W42	Coming to Terms with AIDS/HIV and Its Impact During the Golden Years: It's Never Too Late	X		X			X		X	X	X	X	X
	W43	Nutrition Education for Seniors							X	X		X	X	
	W44	Ten Keys to Smart Aging: Maintaining and Increasing Cognitive Abilities After Age 60	X			X			X			X	X	
	W45	Tips to Help Clients with Prescription Medication Assistance Programs		X	X			X	X	X	X	X	X	X
	W46	Dementia & Psychiatric Disorders: Which One or Both?		X	X			X	X	X	X	X	X	
Thursday - All Day	TH47	Identity Theft, Frauds, Scams and Cons: How to Protect Yourself	X		X			X	X	X	X	X	X	
	TH48	Transporting Passengers With Special Needs												X
	TH49	The Dynamics of Preventing Resident to Resident Abuse in LTC Facilities	X					X				X		
	TH50	Focused Alzheimer's Communication		X	X	X				X	X			
Thursday -- AM	TH51	Food Safety & Storage							X	X				
	TH52	Overview of Social Security Benefits & Medicare Changes		X	X			X			X	X	X	X
	TH53	Recognizing the Signs of Mental Illness		X	X			X		X	X	X	X	X
	TH54	What If This Is It: Women's Wellness Workshop?	X		X	X	X		X	X	X	X	X	

	2005 Summer School Courses	TRACKS												
		Administration	Alzheimer's Disease and Related Disorders	Caregiving	Communications	Complimentary & Alternative Medicine	Computers	Elder Rights	Health Promotion/Wellness	Home Care	Information & Referral	Long Term Care	Senior Issues	Transportation
Thursday -- PM	TH55 Access to Community Resources	X	X	X	X					X	X		X	X
	TH56 Communicating With the Elderly: Please Don't Shout at Me Just Because I'm Old.			X	X			X		X	X	X		X
	TH57 Successful Management of Behaviors in Dementia		X	X				X	X	X		X	X	
	TH58 What's So Special About Medications in Older People?		X	X		X		X	X	X	X	X	X	
Friday -- AM	F59 Alzheimer's Disease and Related Disorders: What Professionals Need to Know		X					X				X		
	F60 Trauma and the Elderly			X				X	X	X		X		
	F61 Overview of Elder Abuse & Interviewing Techniques							X				X		
	F62 Ensuring Financial Security in Later Life	X		X						X	X	X	X	

**Course Schedule
August 22-26, 2005**

Classes scheduled for 2 days: 9:00 am – 4:30 pm, Monday – Thursday; 8:30 am – 12:00 noon, Friday						
Monday and Tuesday August 22 & 23 9:00 am – 4:30 pm Wednesday August 24 9:00 am – 12:00 noon	MTW 01 Administrator's Guide to the Policies & Procedures of the LGOA Page 21 Fee: \$80					
Monday & Tuesday August 22 & 23 9:00 am – 4:30 pm	MT02 ABC's of Information, Referral, & Assistance for I&R Specialists Page 21 Fee: \$65					
Wednesday, August 24 9:00 am – 4:30 pm & Thursday August 25 9:00 am – 12:00 noon	WTH03 Conversational Spanish for Health and Human Services Workers Page 22 Fee: \$65					
Wednesday & Thursday August 24 & 25 9:00 am – 4:30 pm	WTH04 Intermediate AIM – Query Builder, Ad Hoc & Pre-Programmed Reports Page 22 Fee: \$65					
Thursday August 25 1:30 pm – 4:30 pm & Friday August 26 9:00 am – 12:00 noon	THF05 Advanced Spanish Page 22 Fee: \$50					

Course Schedule
August 22-26, 2005

Classes scheduled for Monday All Day, 9:00 am – 4:30 pm						
Monday August 22 9:00 am – 4:30 pm	M06 Long Term Care and Health Care Planning Page 23 Fee: \$50	M07 Maintaining a Safe and Healthy Environment Page 23 Fee: \$50	M08 A Place to Grow Old Successfully: Creating Senior- Friendly Communities Page 23 Fee: \$50	M09 Basic Grantwriting Page 24 Fee: \$50	M10 Managing Stress I: You Gotta Do It Before You Give It Away! Page 24 Fee: \$50	M11 Naturally Healthy: Current Trends in Treating the Whole Person Page 25 Fee: \$50
Classes scheduled for Monday Morning, 9:00 am – 12:00 noon						
Monday August 22 9:00 am – 12:00 noon	M12 Internet & Windows Basics Page 25 Fee: \$35	M13 Communication & Diversity Page 25 Fee: \$35				
Classes scheduled for Monday Afternoon, 1:30 pm – 4:30 pm						
Monday August 22 1:30 pm – 4:30 pm	M14 Accessing Home Health Care Services Page 25 Fee: \$35	M15 Medicaid Fraud Page 26 Fee: \$35	M16 Safety in the Workplace is No Accident Page 26 Fee: \$35			
Classes scheduled for Tuesday All Day, 9:00 am – 4:30 pm						
Tuesday August 23 9:00 am – 4:30 pm	T17 AIM Basics Page 26 Fee: \$50	T18 Skills Review of Activities of Daily Living (ADL's) Page 27 Fee: \$50	T19 Understanding the Aging Process Page 27 Fee: \$50	T20 Activities for Individuals with Dementia Page 27 Fee: \$50		
Classes scheduled for Tuesday Morning, 9:00 am – 12:00 noon						
Tuesday August 23 9:00 am – 12:00 noon	T21 Healthy Eating to Control Diabetes, High Blood Pressure & Cholesterol Page 27 Fee: \$35	T22 Volunteer Management 101 Page 28 Fee: \$35	T23 Evaluating Quality: Measuring Effectiveness in Services for Seniors Page 28 Fee: \$35	T24 Managing Stress II: More Tips & Opportunities for Practice Page 28 Fee: \$35	T25 Effective Time Management Page 29 Fee: \$35	

Course Schedule August 22-26, 2005

Classes scheduled for Tuesday Afternoon, 1:30 pm – 4:30 pm						
Tuesday August 23 1:30 pm – 4:30 pm	T26 Psychological Disorders in Older Adulthood: Causes, Treatment & Prognoses Page 29 Fee: \$35	T27 Motivating Positive Lifestyle Changes Page 30 Fee: \$35	T28 Use of Forensic Science in Detecting Elder Neglect & Abuse Page 30 Fee: \$35	T29 Clues to Solve the Mystery of Caregiver Stress Page 30 Fee: \$35	T30 Improving Participation & Enhancing Nutrition Services in Older Americans Act Programs Page 31 Fee: \$35	
Classes scheduled for Wednesday All Day, 9:00 am – 4:30 pm						
Wednesday August 24 9:00 am – 4:30 pm	W31 Health Promotion Program Planning: If You Plan It, Will They Come? Page 31 Fee: \$50	W32 Building Strong Resident and Family Councils in Nursing Homes Page 31 Fee: \$50	W33 Physical Activities for the Older Adult Page 32 Fee: \$50	W34 Conducting Client Assessments by Using Good Interviewing Skills Page 32 Fee: \$50	W35 Humor and Aging: Adopting an Attitude of Amusement Page 32 Fee: \$50	W36 Defensive Driving: 8 Hours Page 32 Fee: \$50
Classes scheduled for Wednesday Morning, 9:00 am – 12:00 noon						
Wednesday August 24 9:00 am – 12:00 noon	W37 Home Injury Prevention Page 33 Fee: \$35	W38 Tools for Making Better Healthcare Decisions Page 33 Fee: \$35	W39 AIRS Certified Information & Referral Specialist Exam Page 33 Fee: \$65	W40 The Social & Emotional Meaning of "Home" for Older Adults Page 34 Fee: \$35	W41 AIRS Certified Information & Referral Specialist Retake Exam Page 34 Fee: \$20	
Classes scheduled for Wednesday Afternoon, 1:30 pm – 4:30 pm						
Wednesday August 24 1:30 pm – 4:30 pm	W42 Coming to Terms with AIDS/HIV and Its Impact During the Golden Years: It's Never Too Late Page 34 Fee: \$35	W43 Nutrition Education for Seniors Page 35 Fee: \$35	W44 Ten Keys to Smart Aging: Maintaining and Increasing Cognitive Abilities After Age 60 Page 35 Fee: \$35	W45 Tips to Help Clients with Prescription Medication Assistance Programs Page 35 Fee: \$35	W46 Dementia & Psychiatric Disorders: Which One or Both? Page 36 Fee: \$35	

**Course Schedule
August 22-26, 2005**

Classes scheduled for Thursday, Full Day, 9:00 am – 4:30 pm						
Thursday August 25 9:00 am – 4:30 pm	TH47 Identity Theft, Frauds, Scams and Cons: How To Protect Yourself Page 36 Fee: \$50	TH48 Transporting Passengers With Special Needs Page 36 Fee: \$50	TH49 The Dynamics of Preventing Resident to Resident Abuse in LTC Facilities Page 37 Fee: \$50	TH50 Focused Alzheimer's Communication Page 37 Fee: \$50		
Classes scheduled for Thursday Morning, 9:00 am – 12:00 noon						
Thursday August 25 9:00 am – 12:00 noon	TH51 Food Safety & Storage Page 37 Fee: \$35	TH52 Overview of Social Security Benefits & Medicare Changes Page 37 Fee: \$35	TH53 Recognizing the Signs of Mental Illness Page 38 Fee: \$35	TH54 What If This Is It: Women's Wellness Workshop? Page 38 Fee: \$35		
Classes scheduled for Thursday Afternoon, 1:30 pm – 4:30 pm						
Thursday August 25 1:30 pm – 4:30 pm	TH55 Access to Community Resources Page 38 Fee: \$35	TH56 Communicating With the Elderly: Please Don't Shout at Me Just Because I'm Old Page 39 Fee: \$35	TH57 Successful Management of Behaviors in Dementia Page 39 Fee: \$35	TH58 What's So Special About Medications in Older People? Page 40 Fee: \$35		
Classes scheduled for Friday Morning, 9:00 am – 12:00 noon						
Friday August 26 9:00 am – 12:00 noon	F59 Alzheimer's Disease and Related Disorders: What Professionals Need to Know Page 40 Fee: \$35	F60 Trauma and the Elderly Page 40 Fee: \$35	F61 Overview of Elder Abuse & Interviewing Techniques Page 41 Fee: \$35	F62 Ensuring Financial Security in Later Life Page 41 Fee: \$35		

COURSE DESCRIPTIONS

MONDAY & TUESDAY

9:00 am – 4:30 pm

WEDNESDAY, 9:00 am – 12:00 noon

15 Contact Hours/ 1.5 CEU

MTW01. Administrator's Guide to the Policies & Procedures of the Lieutenant Governor's Office on Aging
Maximum Enrollment: 30
Fee: \$80

Joanne Metrick, Marsha Stepp

This course is designed only for those program managers and administrators whose programs are funded under the Older Americans Act and/or with state services funding. The federal and state policies governing the operations and responsibilities of the state unit on aging and the ten designated area agencies on aging will be presented from the Older Americans Act in a reader friendly version. Aging service delivery requirements that supplement and flesh out the quality assurances standards are also part of this course. The course will involve classroom discussion of the existing policies and procedures and identify their origin, rigidities and flexibilities. Each participant will receive a photocopy of the 2004 Policies and Procedures Manual that is posted on the LGOA website.

Target Group: Administrators and program managers of Federal and State Programs funded through the Lieutenant Governor's Office on Aging

Course Sponsor: Lieutenant Governor's Office on Aging

MONDAY & TUESDAY

9:00 am - 4:30 pm

12 Contact Hours/1.2 CEU

MT02. ABC's of Information, Referral & Assistance for I & R Specialists
Maximum Enrollment: 25
Fee: \$65

Linda L. Danielsen, Denise Wiles Rivers

This course will prepare the student to take the Certified Information and Referral Specialist (CIRS) exam. The following topics will be taught in the 2 day class:

- Basic I&R Competencies: Tips for using your voice to calm, persuade and cajole.
- Assisting Difficult People: How to stay cool when the caller gets hot!
- Interviewing Skills: What do people really want?
- Special Populations: Keeping your foot out of your mouth the easy way.
- Professional Growth and Development
- I&R in times of disaster: Do they really need help or just someone to talk to?
- Staying afloat---ensuring your I&R program survives.

REQUIREMENTS TO TAKE THE CIRS EXAM POST TRAINING: If the student wishes to take the CIRS exam after this course, an application must be submitted to Denise Rivers no later than July 8, 2005. Exam applications and study materials can be requested by phone or e-mail.

The following educational and experience qualifications must be met prior to applying for the CIRS exam:

- A bachelor's degree or higher in a human service related field and 1 year experience in information, referral and assistance.
- An Associate of Arts degree in a human service related field and 2 years experience in information, referral and assistance.

- A high school diploma or GED and 3 years experience in information, referral and assistance.

Target Group: Intake staff, Access Coordinators, I&R/A Specialists, Caregiver Support Specialists, anyone conducting client/patient interviews, and any other professional conducting I&R/A.

Course Sponsor: Lieutenant Governor's Office on Aging

WEDNESDAY, 9:00 am – 4:30 pm
THURSDAY, 9:00 am – 12:00 noon
12 Contact Hours/1.2 CEU

WTH03. Conversational Spanish for Health and Human Services Workers
Maximum Enrollment: 20
Fee: \$65

Alfredo P. González

This course is designed to prepare non-Spanish speaking health and human service staff to use Spanish language skills to assist them to provide services and/or information to Spanish speaking clients and their caregivers. A simple form in Spanish will be used to provide basic questions and answers. Participants will be able to take this home and use in their agencies.

Target Group: Non-Spanish speaking health and human service staff including LTC staff, law enforcement, and LTC Ombudsmen.

WEDNESDAY & THURSDAY
9:00 am – 4:30 pm
12 contact hours/1.2 CEU

WTH04. Intermediate AIM – Query Builder, Ad Hoc & Pre-Programmed Reports
Maximum Enrollment: 20
Fee: \$65

Jeanette Bodie, Beth Hollingsworth

This course is designed for AIM users who

want to develop their own reports and other administrative AIM functions. Pre-programmed reports will be discussed for purposes of agency management and client profiles. Time will be allowed to develop reports requested by students PRIOR to Summer School and other ad-hoc report requests. Students should e-mail Beth Hollingsworth at hollingb@aging.sc.gov reports they want developed. The replication process will also be covered.

Target Group: Experienced AIM users, Managers at CoA and AAA level.

Course Sponsor: Lieutenant Governor's Office on Aging

THURSDAY, 1:30 pm – 4:30 pm & FRIDAY, 9:00 am – 12:00 noon
9 contact hours/.9 CEU

THF05. Advanced Spanish
Maximum Enrollment: 20
Fee: \$50

Alfredo P. González

This course continues the development of basic language skills for those who work with the public. It stresses the grammar and vocabulary necessary for fundamental communications skills. Students will practice new vocabulary and grammar used in spontaneous conversation. The course will focus on listening for understanding. A fun course designed to enhance your expertise.

Target Group: Non-Spanish speaking health and human services staff including LTC staff, law enforcement, and LTC Ombudsmen.

Pre-requisite: Students must have taken a Basic Spanish Course or Conversational Spanish in 2004 or 2005.

MONDAY, 9:00 am – 4:30 pm
6 contact hours/.6 CEU

M06. Long Term Care and Health Care Planning

Maximum Enrollment: 30

Fee: \$50

*Charles M. Black, Jr., Mitchell C. Payne,
Jan L. Warner*

This course will explain why it is imperative for older South Carolinians and their families to plan in advance in an effort to avoid financial and material abuse and exploitation and how these plans can be implemented. Participants will gain a better understanding of the laws governing wills, estate taxes and estate planning. In addition, a summary of the procedures for probate and administration of a deceased estate will be discussed. An overview of advance directives, Probate Code, Adult Consent Act and planning for incapacity (powers of attorney, trusts, guardianships, and conservatorships), asset preservation options, such as reverse mortgage, long term care insurance, private pay, Medicare, Medigap, and Medicaid will be presented. Issues of visitation at nursing homes and assisted living facilities and patient's bill of rights will be covered. This course will be presented by a panel of Elder Law Attorneys.

Target Group: Aging Network Staff, DSS Staff, LTC Ombudsmen, Caregivers, LTC facilities staff and administrators, families, law enforcement, and other interested persons.

Course Sponsor: ElderLaw Services of South Carolina, P.A.

M07. Maintaining a Safe and Healthy Environment

Maximum Enrollment: 15

Fee: \$50

Sue B. Woodard

This course is a review of the areas that home care workers will encounter when assisting clients to maintain a safe and healthy environment. Topics addressing safety in the home will include elder abuse – APS/Ombudsman, fall prevention, fire safety, medicine in the home and first aid. Other areas to be addressed are home delivered meals, special diets, modified diets, food preparation and shopping, reading labels and preventing dehydration. This course can be used for Level I home care workers.

Target Group: Homemaker-Home Health Aides, Personal Care Aides, and Certified Nursing Assistants.

M08. A Place to Grow Old Successfully: Creating Senior-Friendly Communities

Maximum Enrollment: 30

Fee: \$50

Denise Boswell

Today, nearly every community in South Carolina is seeing greater numbers of seniors. As the population ages communities will be challenged to adapt to demographic change. We cannot afford to fail in making our communities senior-friendly since the future interests of older adults, their families, and communities are at stake. This day-long course will focus on the concept of senior-friendly communities and the benefits these living environments have for older residents. Discussion will revolve around the “who, what, when, where, why, and how” of community senior-friendliness. There are many components to creating a community that promotes quality of life in senior years. At the same time, it is hard to imagine any aspect of society that is not affected by our demographic shift. Although emphasis will be placed on how planned and built environments impact a

successful aging experience, additional components will be developed with illustrations on the types of questions communities might consider in evaluating their readiness for an aging population in South Carolina.

Target Group: Aging specialists, local service providers, planners, and appointed/elected officials.

M09. Basic Grantwriting
Maximum Enrollment: 20
Fee: \$50

Annette E. Hird

This course offers a basic introduction to grantwriting, taught by an instructor with a highly successful track record in obtaining grant funding from a variety of sources. Participants will gain an understanding of the terms associated with grantseeking, the types of funding available, and the universal elements of proposals. They will receive helpful hints on proposal preparation, including insight into avoiding commonly made errors. Information will be provided on:

- how to identify appropriate sources of funding;
- what constitutes an effective Proposal Introduction (Background on Applicant);
- how to develop realistic goals and objectives;
- the importance of a well-researched Problem Statement/Needs Assessment;
- critical elements of Program Evaluation; and
- how to develop a basic budget (direct and indirect costs).

Additional information will be provided on preparation of Letters of Intent and effective Letters of Agreement/Support. The workshop will involve lecture, completion of handouts (group activity), and allow adequate time for questions.

Target Group: Management and administrative personnel, advocates, and staff of LTC facilities.

M10. Managing Stress I: You Gotta Do It Before You Give It Away!
Maximum Enrollment: 20
Fee: \$50

Sara J. Corwin, Elaine F. Corwin

This full day course will provide participants with an introduction to a two pronged approach to stress management principles and practices. Both cognitive and behavioral approaches to identifying and coping with intrinsic and extrinsic stressors will be reviewed. The course will emphasize the importance of “taking care of self” while working in various health care and service delivery settings that focus on meeting the needs of our older adults. Participants will explore what stress is, how it affects their bodies, how to recognize their own personal stress symptoms, and how to select coping strategies that will work for them. Participants will be given an opportunity to explore and practice a variety of personal stress management techniques including, but not limited to: meditation, guided imagery, journaling, progressive muscle relaxation, and autogenics. Brief introductory material including the scientific evidence for each technique will be provided. Participants will be encouraged to consider the application of various stress management techniques with their senior clients, but will not, as a result of attending the 1-day session, be expected to implement them in their work settings. The focus of the course is on identifying sources of stress (stressors) and on exploring a variety of behavioral techniques at a personal level for each participant.

Target Group: Persons planning/developing health and wellness programs for seniors, LTC staff and administrators, CNAs, and HHAs.

M11. Naturally Healthy: Current Trends in Treating the Whole Person
Maximum Enrollment: 35
Fee: \$50

Cathy Benedetto, Jackie Farnell, Peggy Lane, Eve Pekkala,

Caregivers are just that, givers. Learning the importance of taking good care of ourselves is essential in protecting our mind, body, and spirit so we remain strong and healthy. Learning what is available to use naturally will help us all understand how maintaining balance will benefit us in our life.

Natural methods of health such as, aromatherapy, acupuncture, massage, reiki herbs and yoga are ancient tools used for thousands of years. Students will experience aspects of each of these modalities with “hands on” exercises. Join us in the celebration of natural healing gifts.

Target Group: Caregivers, older adults, LTC staff and administrators, CNAs, HHAs, and direct care staff.

MONDAY, 9:00 am – 12:00 noon
3 contact hours/.3 CEU

M12. Internet & Windows Basics
Maximum Enrollment: 18
Fee: \$35

Doug L. Bouknight

This course will teach participants how to maneuver in a Windows environment, including where to find your files. It will also cover how to navigate the Internet.

Target Group: Beginning computer users.

M13. Communication & Diversity
Maximum Enrollment: 30
Fee: \$35

Gay Clement-Atkinson, Sherry Frazier

The need for culturally responsive interviewing and information gathering

practices is becoming more critical as caregivers and direct care staff respond to the needs of the changing demographic characteristics of our senior citizens and the family-centered approach of federal legislation.

This course will include strategies for interacting with persons from culturally diverse backgrounds and minimizing the possible cultural mismatch between information gatherers and participants by understanding and reducing biases and enhancing cultural understanding.

The practical course will include active participation and interactive discussion. We will discuss: what is culture, ethnic group status, administrative challenges, and each individual will complete a cultural sensitivity checklist.

Target Group: Caregivers, administrators, I&A Specialists, Caregiver Support Specialists, LTC ombudsmen, LTC staff, and law enforcement.

MONDAY, 1:30 pm – 4:30 pm
3 contact hours/.3 CEU

M14. Accessing Home Health Care Services
Maximum Enrollment: 30
Fee: \$35

Jo Milling

When you are recuperating from an illness or injury and are in need of part-time care, just being at home can often be an important part of your recovery. The goal of home care is to teach patients, families and their caregivers the necessary tools to assist their loved ones in achieving their maximum level of health and independence while in the comfort of their own homes. Home health services are covered under Medicare and Medicaid, at no cost to the patient or family. Services are also covered by HMOs, PPOs, private pay and private insurance

plans. This course will provide information that covers the following objectives:

1. What is home health care?
2. Who is eligible for home care services?
3. What are the benefits of home care?
4. What are the necessary criteria for qualifying for the services?
5. What skilled services do home care agencies provide?
6. Who can make referrals for home health care services?
7. What is the Home Health Quality Initiative and how does it affect consumers?

Participants will be provided with a booklet listing all the DHEC approved home health care agencies in South Carolina and contact information.

Target Group: Older adults, direct care staff, formal and informal caregivers, and staff of LTC facilities.

M15. Medicaid Fraud

Maximum Enrollment: 25

Fee: \$35

Teresa L. Shealy

This course will provide an overview of the Medicaid Fraud control Unit of the South Carolina Attorney General's Office. The following topics will be covered:

- Functions of the unit
- Reporting Protocol & Requirements (Medicaid Fraud Patient Abuse)
- Investigation Process for Fraud Cases
- Investigation Process for Patient Abuse Cases. Case studies will be used to illustrate a Fraud and Patient Abuse Case.

Target Group: Aging network staff, LTC Ombudsmen, law enforcement, staff and administrators of LTC facilities.

M16. Safety in the Workplace is No Accident

Maximum Enrollment: 30

Fee: \$35

Marianne E. Frederick

Creating a safe working culture with your staff takes interactive training, mentoring of "best work practices" and attention to injury prevention. By the end of the course, participants will be able to:

- Discuss how to create a "safety culture"
- Identify "best practices": of safety-focused organizations
- List eight ways to encourage employees to "think safe"
- Describe ways to use interactivity and fun in safety training
- Create an "Action Plan" from shared "best practices"

Target Group: Administrators of aging programs and LTC facilities, program coordinators, and staff providing safety training.

Course Sponsor: WorkPlay, Inc.

TUESDAY, 9:00 am – 4:30 pm 6 contact hours/.6 CEU
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T17. AIM Basics

Maximum Enrollment: 18

Fee: \$50

Jeanette Bodie, Beth Hollingsworth

The class agenda will include information and instructions for successful entry of client (demographic) assessment, and service units data. An AIM User's Manual will be provided for each student. Students should have a basic working knowledge of Windows 98, including how to use a "mouse".

Target Group: Beginning AIM users.

Course Sponsor: Lieutenant Governor's Office on Aging

T18. Skills Review of Activities of Daily Living (ADL's)

Maximum Enrollment: 15

Fee: \$50

Sue B. Woodard

This course is a review of the skills needed to assist the person in your care with activities of daily living. The review will cover personal hygiene and homemaker services to include bathing, dressing, grooming, dressing and bathing Alzheimer's clients, toileting, infection control in the home, skin care, bed making and eating problems and solutions. Other topics to be covered will be working with ill clients and working with older clients to include diabetic clients, blood pressure, pulse, temperatures, body mechanics, and transfer techniques.

Target Group: Homemaker-home health aides, personal care aides, and certified nursing assistants.

T19. Understanding the Aging Process

Maximum Enrollment: 25

Fee: \$50

William C. Ebener

Aging persons and those who work with Older Adults will have the opportunity in this course to identify and increase their understanding of the range of physical, emotional, and social changes which accompany the aging process. Participants will engage in experiential activities which will help identify their feelings about aging. Equipped with knowledge about the aging process and with awareness of persons' attitudes toward aging, those who work with older adults will feel better prepared for involvement with them.

Target Group: Nutrition site managers, bus drivers, homemakers, home health aides, nursing assistants, social support staff, senior center and adult day care staff, law enforcement, CRCF & NH administrators and staff, persons new to the aging network, and all who are aging.

T20. Activities for Individuals with Dementia

Maximum Enrollment: 30

Fee: \$50

Frances L. Brannon

This course has been developed for persons who are caring for individuals with dementia. The fundamentals of stage-related activity programming will be addressed. Opportunities for hands-on practice with creative activity ideas and crafts will be offered.

Target Group: Anyone who cares for an individual with dementia, including activity professionals, adult day care staff, group and in-home respite staff and volunteers, residential and long term care staff, senior center and nutrition site staff, and professional and family caregivers.

Course Sponsor: Lieutenant Governor's Office on Aging

TUESDAY, 9:00 am – 12:00 noon
3 contact hours/.3 CEU

T21. Healthy Eating to Control Diabetes, High Blood Pressure & Cholesterol

Maximum Enrollment: 50

Fee: \$35

Yaw Boateng

In this course, the relation between the food we eat and blood glucose levels will be discussed and related to factors such as medication, exercise, alcohol consumption and cigarette smoking. The nutritional needs of the older adults coupled with the co-morbid conditions that they frequently find themselves in will be explored to the extent that the participant will have a better understanding of how he/she can manipulate food intake to better control blood sugar and lipid levels to improve the quality of life of his/her clients. Simple carbohydrate counting will be introduced as well as simple non-invasive nutritional assessment of the older adult with diabetes and other co-

morbid conditions. Participants will be given to understand and appreciate the importance of self-management of blood glucose to better manage the day-to-day aspects of diabetes, such as hypoglycemia, hyperglycemia, hypoglycemia unawareness, etc.

Target Group: People with diabetes, their relatives, and those who take care of people with diabetes, LTC staff, CNAs, HHAs, and PCAs.

T22. Volunteer Management 101

Maximum Enrollment: 30

Fee \$35

Cheryl H. Stone

This course will provide participants with basic tools to recruit, train, retain, and recognize volunteers in order to establish a successful volunteer base. Learn how to attract volunteers to do what really needs to be done, and how to keep them motivated as needs change. Networking is also vital as a manager of volunteers. This course will provide information and resources so you will never feel that you are alone or without an answer to the many questions that arise day to day. This is an interactive class.

Target Group: LTC ombudsmen, volunteer managers or coordinators, senior center program coordinators, and LTC staff.

Course Sponsor: Lieutenant Governor's Office on Aging

T23. Evaluating Quality: Measuring Effectiveness in Services for Seniors

Maximum Enrollment: 50

Fee: \$35

Reid Johnson

Despite the fact that the demand for services for older adults is dramatically increasing—and the number of agencies, businesses, and other organizations specializing in senior services is trying to keep pace—determining the quality of those services is often not a simple, reliable, or systematic matter. There

are a few national professional associations (such as the Joint Commission for Accreditation of Healthcare Organizations) that have established standards for quality in senior services, and state regulations can also play an important role. But determinations of quality by seniors and/or their caregivers are often a “hit-and-miss” matter of anecdotal reports, subjective impressions, and sales propaganda. This need not be the case. This course will review a number of options for more objectively and effectively measuring quality in services for seniors, by providing definitions and examples of prerequisite standards, service processes, and service products. Course participants from service facilities can then use these effectiveness measures to improve the quality of services they provide and market themselves to prospective consumers more credibly. Course participants who are consumers can learn better ways to evaluate the quality of a prospective service provider.

Target Group: Administrators/staff of service facilities, caregivers, older adults, and staff of LTC facilities.

T24. Managing Stress II: More Tips & Opportunities for Practice

Maximum Enrollment: 20

Fee: \$35

Sara J. Corwin, Elaine F. Corwin

This half day course will provide participants with a continued introduction to stress management principles and practices covered in “Managing Stress I: You Gotta Do It Before You Give it Away!” (Although not required, it is recommended that participants complete Part I (either last year or this year) before registering for Part II.) The course will emphasize the importance of “taking care of self” while working in various health care and service delivery settings that focus on meeting the needs of our older adults. Participants will explore how stress affects their bodies, how to recognize their own personal stress

symptoms, and how to select coping strategies that will work for them. In addition, participants will have a chance to experience personal stress management techniques including, but not limited to: meditation, relaxation, humor, music and art. Brief introductory material including the scientific evidence for each technique will be provided. Participants will be encouraged to consider the application of various stress management techniques with their senior clients, but will not, as a result of attending the ½-day session, be expected to implement them in their work settings. The focus of the course is on identifying sources of stress (stressors) and on exploring a variety of behavioral techniques at a personal level for each participant.

Target Group: Service delivery professionals, persons planning/developing health & wellness programs for seniors, and community professionals.

T25. Effective Time Management

Maximum Enrollment: 25

Fee: \$35

Annette E. Hird

There are only so many hours in the day—so it's important to use your time wisely. Poor time management can lead to stress, burnout, and a lack of fulfillment. Since effective time management can be a life-long pursuit for many – this course will examine multiple approaches that are recognized by experts in this field. This course will examine such topics as “time wasters”, prioritization, planning and scheduling, knowing when to say “No”, and enhanced productivity vs. value fulfillment – among others. This course will involve lecture, handouts, and interaction – with individual and group activities. Time is a precious commodity for everyone – and so this course is suitable for the busy working professional as well as the retiree who wishes to make the most of the years ahead.

Target Group: Formal and informal caregivers, direct care staff, older adults,

management and administrative personnel, persons pursuing gerontology degrees, advocates, etc.

TUESDAY, 1:30 pm – 4:30 pm 3 contact hours/.3 CEU
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T26. Psychological Disorders in Older Adulthood: Causes, Treatment & Prognoses

Maximum Enrollment: 50

Fee \$35

Reid Johnson

While physical health continues to be the number one predictor of successful and satisfying aging in older adults, psychological “health” has become a close second. In fact, having either one is not much good without the other. This course will present representative examples from the wide range of psychological disorders suffered by older adults – including cognitive (intellectual) disorders, affective (emotional) disorders, and behavioral disorders – and explain the causes, diagnostic procedures, common symptoms, possible treatments, and prognoses (predictions of the future course of the disorder with and without appropriate treatments) for each one. Special attention will be given to Alzheimer's Disease, Minimum Cognitive Dysfunction, sleep disorders, anxiety and depression disorders, and other more common and infamous syndromes.

Participants from service provider facilities will learn the warning signs for such disorders, as well as how and to whom to refer suspected cases, what results to expect and what roles they can play in the prevention and treatment processes. Older adults and their caregivers will learn the same points, plus gain information on how to not over-or-under-diagnose psychological disorders, and how to manage medications and other psychological interventions.

Target Group: Administrators/staff of service facilities, caregivers, older adults, aging network staff, I&A staff, and staff of LTC facilities.

T27. Motivating Positive Lifestyle Changes

Maximum Enrollment: 25

Fee: \$35

Annette E. Hird

Almost everyone has tried to amend some aspect of their behavior at some point in their lives – or assisted someone else in making such a change. Anyone who has ever tried to amend some aspect of their behavior or lifestyle knows how difficult it can be: losing those 5-10+ extra pounds, quitting smoking, managing stress, and increasing physical activity may sound good as New Year’s resolutions – but how many of us are able to follow-through effectively? The focus of this course will be to assist individuals (healthcare professionals and laypersons) in developing an effective health behavior change plan through an understanding of basic principles and motivational factors. Participants will gain a better understanding of the steps necessary to promote change including identification of a target behavior, contributing factors, data collection, developing strategies to overcome obstacles, goal setting, and motivational rewards. The course will be interactive and utilize a handout that participants will complete individually as well as in groups (depending upon the type of program they are interested in). Participants will gain insight into some of the real and perceived barriers to change.

Target Group: Formal and informal caregivers, direct care staff, older adults, staff of LTC facilities, and LTC Ombudsmen.

T28. Use of Forensic Science in Detecting Elder Neglect & Abuse

Maximum Enrollment: 30

Fee: \$35

Instructor to be announced

This course will cover methods used by physicians and pathologists to distinguish abuse from trauma, i.e., the timing of injuries, the distribution of injuries on the body and patterns of objects creating injury. Other topics to be covered are medications, medical need and unusual incidences (falls, restraint mishaps, assault, rape). The importance of physical evidence as related to the prosecution of abuse and neglect will be addressed.

Target Group: LTC ombudsmen, APS staff, or others who might encounter an adult abuse case.

T29. Clues to Solve the Mystery of Caregiver Stress

Maximum Enrollment: 40

Fee: \$35

Marianne E. Frederick

This course will share 26 simple, practical and fun tips to deal with stress and achieve better balance as a caregiver. The objectives of the course are:

- Discuss the prevalence and impact of stress on caregivers
- Recognize three personal, physical, or emotional effects of stress
- List five quick and effective tips to deal with the stress of caregiving
- Create an “Action Plan” to cope with stress, tension, and fatigue

Target Group: Health and human service professionals, family caregivers, and LTC facilities staff.

T30. Improving Participation & Enhancing Nutrition Services in Older Americans Act Programs
Maximum Enrollment: 35
Fee \$35

Lester Rosenzweig

This course will allow participants to share and learn the issues concerning participation in the congregate nutrition program and senior center and ways to improve it. Strategies addressed will cover (1) knowing your customer, (2) the facility and dining/activity environment, (3) meal services, (4) activities and programs offered, and (5) management and implementation. Participants will design an “ideal” senior center.

Target Group: Senior Center and nutrition program staff.

WEDNESDAY, 9:00 am – 4:30 pm
6 Contact Hours/.6 CEU

W31. Health Promotion Program Planning: If You Plan It, Will They Come?
Maximum Enrollment: 25
Fee: \$50

Sara J. Corwin

This full day course will provide participants with an introduction to planning, implementing and evaluating health promotion programs for seniors. It is designed for the entry-level program planner or for practitioners who find themselves developing programs for the first time. Practical information about the basic tenants of program planning will be reviewed and opportunities for individualized program ideas will be developed. Participants who complete this course will be able to describe the use of a basic, generic six-step framework for systematically applying the behavioral and social sciences to address public health problems unique to the senior population. Various strategies to get and

keep seniors involved in programming will also be discussed. An emphasis will be placed on practical programming and evaluation ideas with regard to budgetary and other resource limitations. Participants will be encouraged to apply concepts and ideas to their setting, senior clients, and unique health service delivery needs. The format for the course will include brief didactic (lecture) sessions, interactive large and small group discussions, and hands-on activities (e.g., worksheets, personal reflection, brainstorming, and team assignments.)

Target Group: Service delivery professionals, persons planning/developing health and wellness programs for seniors, community professionals, and staff of LTC facilities and senior centers.

W32. Building Strong Resident and Family Councils in Nursing Homes
Maximum Enrollment: 30
Fee: \$50

Robyn Grant

Both resident and family councils can be important ways to effect positive change in nursing homes. This course will provide an overview of these councils, including the laws governing them and their benefits. Participants will learn how to help start a resident and a family council or strengthen an existing council. Topics will include council structure and leadership, ways for councils to process concerns, council activities and how to promote a council. The ombudsman role in working with councils will also be discussed.

Target Group: LTC ombudsmen and staff of LTC facilities.

W33. Physical Activities for the Older Adult
Maximum Enrollment: 25
Fee: \$35

LeRyiah M. Puffer and Gina Wessinger

Engaging in regular physical activity is the best protection against disease and disability, and the best insurance for a healthy, independent and productive life. This course will discuss the exercise recommendations, benefits of physical activity and guidelines for seniors. Practical use as well as a lecture component will be included, so comfortable shoes and clothing you can move around in should be worn.

During the afternoon, participants will be introduced to the Growing Younger Program. The goal of this program is to give seniors the knowledge and awareness they need about various health and wellness related issues so that they feel empowered to take ownership over their lives, their lifestyle factors, and their health care. Growing Younger program takes a holistic approach in viewing the aging process.

Target Group: Activities/fitness coordinators for senior centers, adult day care staff, and staff of LTC facilities.

W34. Conducting Client Assessments by Using Good Interviewing Skills
Maximum Enrollment: 25
Fee: \$50

Linda L. Danielsen

This course will cover the proper methods for conducting client assessments. Students will learn how to ask questions that lead to conclusions about service needs, possible referrals and home safety issues.

Target Group: Anyone conducting client assessments, case managers, and I&R specialists.

Course Sponsor: Lieutenant Governor's Office on Aging

W35. Humor and Aging: Adopting an Attitude of Amusement
Maximum Enrollment: 60
Fee: \$50

Marianne E. Frederick

Experience tips on how to develop your sense of humor, how humor varies with the age of the individual, how diseases like Alzheimer's can impact the response to humor and how to adapt activities for the elderly (and ourselves, as we age) to maintain an 'attitude of amusement'. (Bring a thinking cap and a three ring binder.)

By the end of the session, the participants will be able to:

1. List 5 benefits of positive emotions, humor, laughter and play.
2. Describe 4 ways to encourage the use of humor, laughter and play to cope with the natural stresses of aging.
3. Discuss ways to facilitate the use of humor, laughter and play in the environments in which they work/volunteer.
4. Create a Humor Action Plan and network with Humor Colleagues to have a future source of ideas for using humor appropriately and effectively.

Target Group: All personnel who enjoy working with the elderly including staff of LTC facilities.

Course Sponsor: WorkPlay, Inc.

W36. Defensive Driving: 8 Hours
Maximum Enrollment: 25
Fee: \$50

John Ingle

Participants will review the basic defensive driving skills plus crash avoidance techniques. Driving conditions as well as driver factors to be considered when driving will be reviewed. This is the Point Reduction Course in South Carolina. Persons completing this course will receive

a four (4) point credit on their Motor Vehicle Record (MVR).

Target Group: Drivers and anyone who wants to drive safer.

Textbook: (Cost included in course fee.)

Defensive Driving Course – 8 Hour Workbook, National Safety Council.

WEDNESDAY, 9:00 am – 12:00 noon
3 Contact Hours/.3 CEU

W37. Home Injury Prevention

Maximum Enrollment: 25

Fee: \$35

Annette E. Hird

Unintentional injuries in the home can have severe consequences for older adults. A fall can lead not only to physical injury but a loss of independence—and even premature death. This course is designed to help individuals who make home visits become more aware of risk factors that contribute to unintentional injuries and to help provide information on risk reduction. This course is also useful for older adults and their informal caregivers who wish to gain more awareness of how to make the home a safer environment. Topics will include fall prevention, home safety checklists (for every area of the home), fire and burn hazards, and feasible modifications/interventions. This course will also serve as a forum for individuals to share additional observations and strategies, and provide connections to appropriate resources – all aimed at making the home of an older adult a safe place.

Target Group: Formal and informal caregivers, direct care staff, older adults, advocates, HHAs, CNAs, PCAs, and home health staff.

W38. Tools for Making Better Healthcare Decisions

Maximum Enrollment: 25

Fee: \$35

Andrea C. Fuller

Because healthcare decisions can be both difficult and emotional, the federal Medicare program has created tools that consumers and their families can use to obtain reliable information when it is needed. Nursing Home Compare and Home Health Compare have been placed on Medicare's national web site, which is www.medicare.gov. The same tools are available by calling 1-800-MEDICARE. Because Medicare is providing the information, seniors and caregivers can be assured that the information listed will be unbiased and factual. These tools, along with other sources of reliable information, can put seniors and caregivers back in the driver's seat with their own healthcare. This class will explain the tools and how they can be used along with other sources of information to make good decisions.

Target Group: Seniors, caregivers, healthcare professionals, and staff of LTC facilities.

W39. AIRS Certified Information & Referral Specialist Exam

Maximum Enrollment: 40

Fee: \$65

Denise Wiles Rivers

This is the exam for CIRS, CIRS-A, or CRS.

Target Group: Intake staff, Access coordinators, I&R/A specialists, caregiver support specialists, anyone conducting client/patient interviews, and any other professional conducting I/R&A who have taken the 2 day CIRS training and whose application has been approved by AIRS to take the exam.

**W40. The Social & Emotional Meaning of
“Home” for Older Adults**

Maximum Enrollment: 25

Fee: \$35

Katherine H. Leith

Most of us have a deep and passionate connection to our homes – they are more than physical places, they integrate “memories and images, desires and fears, the past and the present.” However, many older adults must, or choose to, consider alternative housing options as they are physically or financially unable to maintain the family home. The decision to move may have considerable financial, social, and emotional consequences. This course will examine the meaning of “home” for older adults, issues related to giving up the family home, the social and emotional effects of physically relocating, and what it may take to make the new residence a “home.” While research findings will be presented, the topics will be discussed from the point of view of the older adult, family members, and formal and informal caregivers. The course format will include presentations, individual and group activities, and small group discussions.

Target Group: Older Adults, formal and informal caregivers, direct care staff, staff of LTC facilities.

**W41. AIRS Certified Information &
Referral Specialist Retake Exam**

Maximum Enrollment: 40

Fee: \$20

Denise Wiles Rivers

National Certification Exam retake through the Alliance of Information and Referral Systems (AIRS)

Target Group: Anyone approved by AIRS to retake the above exams.

WEDNESDAY, 1:30 pm – 4:30 pm
3 contact hours/.3 CEU

**W42. Coming to Terms with AIDS/HIV
and Its Impact During the Golden Years:
It’s Never Too Late**

Maximum Enrollment: 50

Fee: \$35

Bambi W. Gaddist

In the United States, the three leading causes of death are heart disease, cancer, and stroke, however, HIV/AIDS has emerged as a significant health threat for older Americans. African Americans account for 30% of South Carolina’s population yet, represent 77% of the HIV/AIDS cases recently diagnosed in South Carolina. African American men and women have been hardest hit by the epidemic. More than seven of every ten men (73%) and more than eight of every ten women (83%) diagnosed are African American. African American women account for a steadily increasing proportion of new HIV/AIDS cases, representing 30% of new cases diagnosed in 2003 (vs 20% in 1990).

Although seniors make up a large proportion of both voters and tax-payers, they are the least likely to have information about HIV/AIDS. Misinformation and assumptions about the intimate lives of seniors abound in American and southern culture. This HIV/AIDS awareness workshop will provide participants with an opportunity to explore critical issues facing seniors as they move into their “golden years”. The forum will assist practitioners as they explore ways to engage older adults and seniors in honest discussions about sexuality and reducing one’s risk for infection. Finally, the workshop will certainly provide participants with an opportunity to enhance their knowledge so as to serve as a viable channel of information with colleagues, friends, and family.

As a result of participating in the workshop

participants will: 1) increase personal knowledge of HIV/AIDS and its impact on seniors, 50 and above in South Carolina 2) explore factors that enhance one's ability to a) gather information about sexuality and sexual variance, b) explore sexual risk-taking behavior, and c) facilitate client centered discussions that promote positive, self-directed behavior change.

Target Group: Seniors, caregivers, LTC staff, case managers, and senior center staff.

W43. Nutrition Education for Seniors

Maximum Enrollment: 50

Fee: \$35

Vivian Haley-Zitlin

Nutrition Education for Seniors will address nutrition needs for an aging population, the new Dietary Guidelines, the new alternative for the Food Guide Pyramid, reading a food label, meal planning, fitting food into your budget, nutrition needs for selected chronic diseases (ex: diabetes, cardiovascular disease, osteoporosis), selected drug-nutrient interactions, and supportive services (food and nutrition programs) for seniors. Available nutrition teaching tools for seniors will be discussed. Case studies and hands-on instruction will be used for self-assessment of the material presented.

Target Group: Aging network staff; senior center and nutrition site staff, DHEC personnel, health professionals, lay educators, staff of LTC facilities, CNAs, PCAs, HHAs, and caregivers of mature adults.

W44. Ten Keys to Smart Aging: Maintaining and Increasing Cognitive Abilities After Age 60

Maximum Enrollment: 50

Fee: \$35

Reid Johnson

For most of the history of humankind, old age was assumed to be a period of physical and intellectual decline called "senescence".

Fading memory skills, poor decision-making and inept problem-solving were considered by many to simply be the price one paid for living to an advanced age. Some scientific research even seemed to support the premise that life after approximately aged 60 was marked by a gradual, progressive, and inevitable decline in cognitive abilities. That research suffered from several significant flaws that produced misleading results.

Now newer and better gerontological research strongly suggests that older adulthood can and should be a period when most cognitive abilities not only do not significantly decline, but they can actually be enhanced. This course will summarize both the old "decremental" research and the newer "incremental" research, and boil the results down into ten types of common, everyday actions seniors can take to postpone or even avoid senescence and keep their cognitive skills functioning well into their 70s and beyond.

Target Group: Administrators/staff of LTC facilities, aging network staff, caregivers, and older adults.

W45. Tips to Help Clients with Prescription Medication Assistance Programs

Maximum Enrollment: 40

Fee: \$35

Jack E. Fincham

The purpose of this course is to guide caregivers through the process of obtaining pharmaceutical assistance program aid for clients. The differing federal, state, organization, and manufacturer assistance programs will be presented and differentiated as to scope and type of services provided. The interplay of these programs with the Medicare Prescription Drug Coverage program also will be explored. This workshop will also detail specific helping strategies for seniors as they apply, enroll, utilize, and benefit from expanded coverage for prescription medications through

Medicare beginning in January, 2006. There are some drugs that will not be covered under the Medicare program at all, and there are drugs that may or may not be covered in specific plans depending upon the structure of the plan formularies (list of drugs that plan covers). Attendees will be presented with options to minimize the confusion that seniors and caregivers may experience as seniors are faced with non-coverage of current medications that they take. Methods will be presented for use in helping seniors obtain the drugs, or similar drugs, that they currently utilize. Other considerations for persons with disabilities will be presented, as well as resources in South Carolina and beyond.

Target Group: Seniors, caregivers, LTC ombudsmen, staff of LTC facilities, aging network staff, and staff of senior centers and adult day care facilities.

W46. Dementia & Psychiatric Disorders: Which One or Both?

Maximum Enrollment: 30

Fee: \$35

Jacqueline R. Francis

Many people with schizophrenia, mood disorders, etc., live long enough to develop dementia. Also, some psychiatric disorders are as likely to occur in later life as in young adulthood. Understanding what disorders we are dealing with is important to avoid both over and under treatment. It also helps in developing reasonable expectations for a person's functioning. This course will focus on differential diagnosis, particularly understanding the difference and treatment implications for cognitive and psychiatric disorders.

Target Group: Professional direct care staff, advocates, and gerontology students.

Course Sponsor: Santee-Wateree Community Mental Health Center

THURSDAY, 9:00 am – 4:30 pm
6 contact hours/.6 CEU

TH47. Identity Theft, Frauds, Scams and Cons: How to Protect Yourself

Maximum Enrollment: 40

Fee: \$35

Mary Heatherly, Sherry Gore-King, Joseph C. Livingston, Tracy Meyers, Patricia Simmons

This course will educate participants on products, techniques, and practices used by modern day "Snake Oil Salesmen" that can be costly in more ways than money! These can be damaging physically, psychologically, and emotionally. Con artists, unscrupulous salesmen and swindlers target seniors and the vulnerable. They can cheat them out of everything they have with get rich schemes, illegal or fraudulent deals and scams. Participants will learn from experts how to be better prepared to recognize these and avoid being a victim. Some of the topics to be included are consumer and internet fraud, identity theft, securities fraud, transient criminal groups, and deceptive funeral planning practices.

Target Group: Aging network staff, staff of other agencies, providers of services to senior centers, law enforcement, staff of LTC facilities, and any others interested.

Course Sponsor: South Carolina Department of Consumer Affairs, South Carolina Office of the Attorney General, South Carolina Law Enforcement Division.

TH48. Transporting Passengers with Special Needs

Maximum Enrollment: 35

Fee: \$50

John Ingle

Since the passage of the Americans with Disabilities Act, it is the responsibility of organizations that transport special needs passengers to provide training. This course is for anyone responsible for transporting

passengers in wheelchairs or anyone with "special" transporting needs. Boarding and de-boarding techniques as well as emergency skills techniques will be covered.
Target Group: Anyone transporting passengers with special needs.

Textbook: (Cost included in course fee).
Transporting Passengers with Special Needs, National Safety Council.

TH49. The Dynamics of Preventing Resident to Resident Abuse in LTC Facilities
Maximum Enrollment: 20
Fee: \$50

Randolph W. Thomas

This presentation will explore the dynamics of resident versus resident violence in long-term care settings. It will address such issues as perpetrator typology, trends and possible outcomes. Both physical and sexual assaults and homicide will be addressed as well as violence by family members. The presentation will utilize actual case examples and national trends.

Target Group: All LTC Ombudsman volunteers, caregivers, LTC Staff, law enforcement, older adults, and APS-DSS.

TH50. Focused Alzheimer's Communication
Maximum Enrollment: 20
Fee: \$50

Marilynn Koerber

The FOCUSED program is a system for promoting communication effectiveness between caregivers and the person with Alzheimer's Disease. It is a seven-step program with examples and illustrations relevant to each of the stages of communication decline. The six modules cover communication and language decline, a review of normal aging and Alzheimer's disease, basic communication skills, the FOCUSED communication strategies and their implementation, and cultural aspects of

communication in caregiving.

Target Group: CNAs, HHAs, family caregivers, adult day care providers, direct care staff, informal caregivers, staff of LTC facilities, and law enforcement.

Course Sponsor: South Carolina Geriatric Education Center.

THURSDAY, 9:00 am – 12:00 noon 3 contact hours/.3 CEU
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TH51. Food Safety & Storage
Maximum Enrollment: 35
Fee: \$35

Lisa Cannon

Food safety is good business. This course will cover why food safety is important, the hazards that threaten food, defines food borne illnesses and potentially hazardous foods and how they become unsafe. Also discussed will be how workers can contaminate food, how and when to properly wash your hands and the use of gloves. This course will cover serving and cooling food and cleaning versus sanitizing equipment and storage of cleaning supplies.

Target Group: Nutrition site staff, senior center and adult day care staff, HHAs, PCAs, and CNAs.

TH52. Overview of Social Security Benefits and Medicare Changes
Maximum Enrollment: 25
Fee: \$35

Cornell (Chris) Jenkins, Gloria McDonald

This course offers an overview of Social Security Benefits and Medicare Part D subsidy. It will prepare participants to help older persons understand how to qualify for benefits, how benefits are calculated, how earnings impacts benefits and spousal eligibility. A short Social Security website navigation will be provided. Major focus will be extra help to subsidize Medicare Part D for limited income beneficiaries. Basic

information on Medicare Part D Drug benefit and other Medicare changes will be provided. Emphasis will be placed on the importance of selecting a Medicare Part D plan.

Target Group: I-CARE counselors, caregivers, law enforcement, aging network staff, social workers, and staff of LTC facilities.

Course Sponsor: Lieutenant Governor's Office on Aging and Social Security Administration.

TH53. Recognizing the Signs of Mental Illness

Maximum Enrollment: 40

Fee: \$35

Jacqueline R. Francis

Most people believe that mental illness is rare and "happens to someone else." In fact, over 30 million people, one in five adults, are affected by mental illness in the US. Mental illness is more common than cancer and heart disease combined. It can affect persons of any age, to include older adults, and it can occur in any family. If you think you or someone you know may have a mental or emotional problem, it is important to know that: 1) mental illnesses are real, recognizable, and treatable; 2) early treatment may reduce the effects of a mental illness; 3) there is hope; and 4) help is available. In this course, you will learn to recognize warning signs of mental illness, as well as how and where to assist someone to seek help.

Target Group: Direct care staff; family/informal caregivers; older adults; and laypersons

Course Sponsor: Santee-Wateree Community Mental Health Center

TH54. What If This Is It: Women's Wellness Workshop?

Maximum Enrollment: 15

Fee: \$35

Elaine F. Corwin, Sara Corwin

Is putting yourself last what you always do first? Feel like there are not enough hours in the day to get it all done? Do you wake up hoping maybe tonight you'll get that extra hour of sleep? Do you find yourself folding laundry at 11 p.m.? Is the most exercise you get running from one car pool to the next? Did you answer, "yes" to any of these questions? What if this is it?" Are you living your dream? Each of us carries the innate wisdom to choose what serves us well and to move away from things that do not. Women's Wellness Workshop is about exploring personal ways for quieting the mind, awakening the body, and lightening the spirit. Join us for a half day of affirming activities designed to help create joy and peace every day. Discover the art of carving out time for yourself while re-igniting your passion and creativity for life. Specific topics unique to women's wellness may include but are not limited to: effective communication techniques, joyful nutrition, rethinking your body, and delighting in movement. A holistic wellness model and approach will be used to guide the presentation of concepts and health content selected especially for women of all ages.

Target Group: Women, caregivers, service delivery professionals

THURSDAY, 1:30 pm – 4:30 pm 3 contact hours/.3 CEU

TH55. ACCESS to Community Resources

Maximum Enrollment: 30

Fee: \$35

Denise Wiles Rivers

Finding community resources available in your area is difficult and frustrating.

Finding resources in other parts of the State is near impossible. In addition to seeing a demonstration of the new statewide I&R System (SC ACCESS), participants will learn about benefits available to seniors, how to get free amplified telephones, who can help pay for repairs to trailers, how to apply for free medication, an easy way to determine food stamp eligibility and other resources. Participants will be asked to share their “secret” resources with the group.

Target Group: Anyone, including persons with disabilities, searching the internet for information on services/ providers for seniors.

Course Sponsor: Lieutenant Governor’s Office on Aging

**TH56. Communicating With the Elderly:
Please Don’t Shout at Me Just Because
I’m Old**

Maximum Enrollment: 30

Fee: \$35

Nancy S. Guerry

The objective of this course is to improve the quality of care through better communications between those who work with the elderly and the elderly clients they serve. This course is intended for those employees who are working directly with the frail and elderly seniors in senior centers, adult day care centers, and residential/skilled nursing facilities. Many of the family/resident/client complaints against staff members stem from poor communications between staff and family/residents/clients, and can be overcome with adequate training in effective communications skills. Better understanding of communications techniques can also help improve client/facility relations and build a happier workforce. The course explores common misconceptions about how to communicate with the elderly, and offers solutions to common and complex problems faced in these settings. The format will be a mixture of lecture with PowerPoint

and small group problem solving activities. Handouts will be available to emphasize the major points of the training session.

Target Group: Direct care employees of senior centers, residential care facilities, skilled nursing facilities, adult day care centers, HHAs, CNAs, and PCAs.

**TH57. Successful Management of
Behaviors in Dementia**

Maximum Enrollment: 30

Fee: \$35

Barbara Gibson, David Miller, Donna R. Ray

Although memory is usually robust and accurate, various disease processes can disrupt memory and cause distortions or outright failure. Through the use of lecture, video, handouts, and case studies, the presenters will examine the various dementias, the accompanying behavioral changes, interventions to treat and manage dementia, and strategies for maintaining brain fitness. Objectives for this workshop include the following:

- The basics of dementia
- Innovations in behavior management in dementia
- Medications for treatment of dementia and challenging behaviors in dementia
- Interventions for the management of behavioral consequences of dementia
- Current research on new drugs, vaccines to prevent memory loss, and strategies for keeping your brain young

Target Group: Staff of LTC facilities, caregivers, nurses, and social workers.

Course Sponsor: Palmetto Health, Senior Primary Care Practice

TH58. What's So Special About Medications in Older People?
Maximum Enrollment: 20
Fee: \$35

Heather A. Ashton, David Johnson

This half-day course is designed for anyone interested in learning how medications work differently in older people. Assuming no previous knowledge about medications, we will cover: 1) changes in body chemistry that require medication adjustment, 2) problems that occur when someone takes multiple medicines, 3) medications that are more likely to cause side effects in older people, and 4) increased risk of drug interactions in older people and the consequences of those interactions. After presenting basic information on the subject, we plan to discuss written cases and answer questions related to the topics presented.

Target Group: Staff of senior centers, adult day care centers, and LTC facilities, practitioners, seniors, Long Term Care Ombudsmen, and other caregivers.

Course Sponsor: Palmetto Health Geriatric Services, Palmetto SeniorCare

FRIDAY, 8:30 am – 12:00 noon
3 contact hours/.3 CEU

F59. Alzheimer's Disease and Related Disorders: What Professionals Need to Know

Maximum Enrollment: 20
Fee: \$35

Elizabeth Crowley, Frances Mills

This course will provide an interactive learning environment to enable participants to achieve the following objectives: (1) to increase knowledge about Alzheimer's Disease and related dementias including recognition, assessment, medication, and management issues; (2) to examine caregiving issues and effective coping interventions; and (3) to understand how health care professional's own misconceptions and stereotypes about older

persons may impact quality of interventions with Alzheimer's patients. Participants will be provided with handouts and an extensive bibliography on Alzheimer's Disease and related issues.

Target Group: Formal and informal caregivers, direct care staff, staff of LTC facilities, law enforcement, and LTC ombudsmen.

F60. Trauma and the Elderly
Maximum Enrollment: 30
Fee: \$35

Barbara Barham

This presentation will center around a simulation developed by the presenter for a training exercise for Prison Fellowship. In this presentation, participants will engage in an interactive exercise to experience personal and vicarious trauma in the elderly. The simulation is constructed to incorporate normal changes in the aging process as well as some of the more common types of degeneration experienced during the aging process. At the end of this presentation, participants will be able to:

1. Explain how common changes in the elderly alter their responses to stress and trauma.
2. Describe appropriate strategies for assisting the elderly to cope with stress and trauma.

The simulation will be followed by a discussion of the experience and what has been learned on a cognitive and a "gut" level. Discussion will include personal and professional applications of the experience.

Target Group: Caregivers, older adults, persons pursuing Gerontology degrees, staff of LTC facilities, and LTC Ombudsmen.

F61. Overview of Elder Abuse & Interviewing Techniques
Maximum Enrollment: 30
Fee: \$35

Target Group: Individuals and professionals working with seniors.

David M. Addison, James Bagnall

This course will define elder abuse and give the student an in-depth knowledge on how to recognize, prevent and stop elder abuse. It will also help the caregiver to recognize and instruct others as to the rights of residents in long-term care facilities. Students will learn the different types of elder abuse, who are the victims, and who are the abusers. This course will provide an overview of techniques to interview victims, witnesses and suspected perpetrators of elder abuse. The course will include:

- Interview structure & process
- Identifying truthful and deceptive behaviors
- Differences between an interview and interrogation.

Target Group: Caregivers, law enforcement, LTC ombudsmen, social workers, and staff of LTC facilities.

F62. Ensuring Financial Security in Later Life
Maximum Enrollment: 50
Fee: \$35

Nancy M. Porter

Participants of the course will increase their knowledge of issues regarding later life financial security and assist consumers to assess their preparedness for later life financial security and create a plan of action to meet their personal needs and goals.

The target audience for this course is individuals who are looking toward later life, planning for changes in work/retirement, and/or dealing with aging parents or professionals who help clients make decisions regarding ensuring financial security.

2005 PROGRAM POLICIES

APPLICATION FEES

1. Before July 29, the **non-refundable application fee of \$20** must accompany each application.
2. After July 29, the **non-refundable application fee of \$20 plus the late fee of \$20 for a total of \$40** must accompany the application. The late fee will not be covered under the scholarship.

CANCELLATION AND REFUND FOR COURSES

1. To cancel a course registration, call 803-665-6934. Cancellation of a course will be accepted until August 5, 4:30 pm. Fees will not be refunded after August 5, 2005.
2. Substitute attendees will be accepted, but a \$15 processing fee will be required.
3. The Lieutenant Governor's Office on Aging has the right to cancel a course if less than eight enroll. Students will be allowed to substitute another course and transfer the application fee. The application fee will not be refunded.

CANCELLATION OF HOUSING AND MEALS

1. Cancellation of housing and meals will be accepted until August 5, 4:30 pm. There is a \$25 cancellation fee. This fee is not covered by scholarship.
2. To cancel meals and lodging, call Springmaid Beach reservations line at 1-800-770-7198. Cancellations made after August 5, 2005 will result in complete forfeiture of deposit.

CHANGE COURSE FEE

1. A fee of \$5 will be charged to change a course. This fee is not covered by scholarship.
2. This fee will not be charged if a course is cancelled and the student must select another course.
3. This fee will not be charged prior to Summer School if you sign up for more than one course on the same day.
4. This fee will not be charged if an instructor informs you at the beginning of a class that you need to change courses.

SCHOLARSHIPS

1. Scholarships may cover course fees, meals and lodging up to \$350. The total amount allowed is applied in the following order: course fees, meals and lodging.
2. Scholarships for meals and lodging must be postmarked by July 29.
3. Scholarships are not awarded to out of state students
4. Students must share a room or pay the difference in room rate.
5. Students' office must be at least 50 miles away to be eligible for meals and lodging scholarships.
6. Students must take classes each day that meals and lodging are requested.
7. ARCC and Senior scholarships cover course fees only.
8. Ombudsman and SC ACCESS scholarships cover application fee but not late fee.
9. Late fee and change fee are not covered by scholarship.
10. Review requirements for each scholarship on page 4 and 5 of brochure.

**GENERAL APPLICATION FORM
2005 SUMMER SCHOOL OF GERONTOLOGY**

Before your application can be processed, the \$20 non-refundable application fee must be enclosed. **After July 29**, a late fee of \$20 plus the \$20 application fee for a total of \$40 must accompany this application.

Make checks payable to Bouknight Management Services (Federal ID# 04-3741275). Return form to Summer School of Gerontology, Bouknight Management Services, Post Office Box 151, Lexington, SC 29071. If you are forwarding this registration to another department in your agency for payment, please mail a copy of the registration and a copy of the purchase order or requisition directly to Bouknight Management.

Name: Mr./Mrs./Ms. _____

SS#: _____ NHA/CRCFA License #: _____

Title/Position: _____

Name of Employer: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone #: _____ Fax #: _____

E-Mail Address: _____

In case of illness or emergency, please notify:

Name: _____ Phone #: _____

STATISTICAL DATA:

Date of Birth: _____ (month & year) Gender: _____ F _____ M

Race: (Check one) White _____ African American _____ Hispanic _____ Other _____

American Indian/Alaska Native _____ Native Hawaiian/Pacific Islander _____

POSITION CLASSIFICATION:

As it relates to gerontology, please check ONE box that best describes you.

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Interested Person | <input type="checkbox"/> Direct Service Provider (Aging Network) | <input type="checkbox"/> Student |
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Direct Service Provider (Other Agency) | <input type="checkbox"/> Instructor |
| <input type="checkbox"/> Senior | <input type="checkbox"/> Researcher | |
| <input type="checkbox"/> Other, please specify _____ | | |

STUDENT STATUS:

a. Are you currently enrolled in an educational program? ☐ Yes ☐ No

If yes, indicate your student status: ☐ Full Time ☐ Part Time

b. If you are a degree candidate, indicate: Year _____ Field _____

c. Name of University/College: _____

EDUCATIONAL STATUS:

_____ # of years of formal education _____ Degree

MAIL THE GENERAL APPLICATION FORM ALONG WITH COURSE REGISTRATION AND SCHOLARSHIP REQUEST FORM TO BOUKNIGHT MANAGEMENT SERVICES, LLC. FAXED FORMS WILL NOT BE ACCEPTED.

COURSE REGISTRATION FORM

Please list the numbers, names, days and fees of courses you wish to attend. In the event we are not able to give you first choice, you will automatically be registered for your second choice.

Name: _____

FIRST CHOICE:

[illegible]

Total Fees: \$ _____

SECOND CHOICE:

[illegible]

Total Fees \$

Summer School Fees:	Application Fee Before July 29 (\$20.00) Required	\$ _____
	Application Fee After July 29 (\$40.00) Required	\$ _____
	Course Fees	\$ _____
	Total Costs	\$ _____

Enclose amount for course fees not covered by scholarship.

MAKE CHECK PAYABLE TO AND MAIL TO: **BOUKNIGHT MANAGEMENT SERVICES**
POST OFFICE BOX 151
LEXINGTON, SC 29071

**RETURN ALL FORMS WITH PAYMENT FOR COURSE FEES. DO NOT SEND ANY PAYMENT FOR MEALS AND LODGING TO BOUKNIGHT MANAGEMENT SERVICES.
PLEASE REFER TO PAGE 4 FOR THE CANCELLATION AND REFUND POLICY and PAGE 42 FOR SUMMER SCHOOL POLICIES.**

SCHOLARSHIP REQUEST FORM

When applying for a scholarship and the request is more than \$350, send the General Application Form and Course Registration Form with a check made payable to Bouknight Management Services for the \$20 application fee and the course fee balance due. For all scholarship requests, **send the Springmaid Beach Registration Forms for Meals and Lodging to Bouknight Management Services**, P.O. Box 151, Lexington, SC 29071. All balances due for meals and lodging expenses will be handled directly with Springmaid Beach. Please do not send to Bouknight Management Services.

If you are not eligible for any of the scholarships, this form is not applicable and does not have to be completed. Also, the Meals and Lodging Forms are sent directly to Springmaid Beach.

A. Check all types of scholarships that are applicable. (more than one may be checked)

☐ LGOA
☐ SSBG: Complete the Service funded by SSBG _____
☐ Title V

ARCC and Senior Scholarships cover course fees only.

☐ ARCC
 ☐ Senior Scholarships

Ombudsman and SC ACCESS will also cover application fee.

☐ Ombudsman
 ☐ SC ACCESS

B. Calculate the total cost.

	Total Cost	Amount of Scholarship Requested	Remaining Balance Due by Student
Application Fee	\$ <u>20.00</u>	\$ _____	\$ _____
Late fee after July 29, 2005	\$ _____	\$ _____	\$ _____
Course fee	\$ _____	\$ _____	\$ _____
*Meals	\$ _____	\$ _____	\$ _____ *
*Lodging	\$ _____	\$ _____	\$ _____ *
TOTAL	\$ _____	\$ _____	\$ _____

*These balances should **not** be sent to Bouknight Management Services. Springmaid Beach will handle these balances directly with each student.

In order to receive approval for the allowable scholarship rate for meals and lodging, you must first meet the scholarship requirement. Check page 42 for policies on scholarships.

MAIL THE GENERAL APPLICATION FORM ALONG WITH COURSE REGISTRATION, SCHOLARSHIP REQUEST FORM, AND SPRINGMAID MEALS & LODGING FORMS TO BOUKNIGHT MANAGEMENT SERVICES. FAXED FORMS WILL NOT BE ACCEPTED.

CHECKLIST

Don't forget to:

Review Program Policies on page 42.

- () Complete the General Application Form, Course Registration and Scholarship Request Form
- () Send the \$20 application fee check made payable to **Bouknight Management Services**, along with the General Application Form to the Summer School of Gerontology, Bouknight Management Services, P.O. Box 151, Lexington, SC 29071. The Federal ID# is 04-3741275
 - ◆ General Application Form (must have a \$20 check attached) **except Ombudsman and SC ACCESS Scholarships.**
 - ◆ Be sure to fill out the Course Registration and Scholarship Request Form. **Enclose a check for the course fee balance.**
- () Include License # for NHA/CRCFA on General Application Form if applicable.
- () **Complete Springmaid Beach Registration Forms for Lodging and Meals. If you are not applying for a scholarship or your scholarship does not cover meals and/or lodging, this form should be returned to the Springmaid Beach Group Sales Office with one night's deposit to the following address: Springmaid Beach, Group Sales, 3200 S. Ocean Blvd., Myrtle Beach, SC 29577, (800) 770-7198, Fax (843) 315-6146.**

NOTE: If applying for a scholarship that includes meals and lodging, send this form to Summer School of Gerontology, Bouknight Management Services, along with the General Application Form. To be eligible for a scholarship, students must share a room or pay the difference in the room rate, office must be at least 50 miles away to be eligible for meals and lodging and take classes each day that meals and lodging scholarships are requested. Do not send the balance for meals and lodging. Springmaid Beach will bill for the balance due. The one night's deposit is covered by scholarship.

- () Include a \$40 check after July 29, 2005 to cover the application fee of \$20 and the late fee of \$20.

**Springmaid Beach
Reservation Form
Summer School of Gerontology
AUGUST 21, 2005 TO AUGUST 26, 2005**
(Please complete one form per person)

Name: _____
 Agency: _____ Address: _____
 City: _____ State: _____ Zip Code: _____
 Home Phone: _____ Work Phone: _____
 Arrival Date: _____ Departure Date: _____ Total # of Nights: _____

SPECIAL REQUESTS (subject to availability) Accessible ☐ Crib ☐ Connecting ☐ Non-Smoking ☐

Rooms	Number of Nights	Total Price Per Night	Scholarship Allowed Amount Per Night*	Total Lodging Amount (# of Nights x Rate)	Room Description
Live Oaks Rooms		\$94.35			2 Queens, Private Ocean View Balcony, Sleeps 4
Palmetto Rooms		\$94.35			2 Queens, Private Ocean View Balcony, Sleeps 4

*In order to receive approval for the allowable scholarship rate for lodging, you must first meet the scholarship requirements. The total scholarship amount allowed per student is \$350, which is applied in the following order: course fees, meals, and lodging. If there is remaining scholarship money after covering the course fees and meals, the student must share a room and register for classes for the entire day to receive the allowable scholarship amount listed above. If the student does not meet these two requirements, the allowable scholarship amount is reduced to \$23.59. **Please do not send the remaining balance for lodging expenses to Bouknight Management Services.**

VISA ☐ MasterCard ☐ Discover ☐ Diner's Club ☐ American Express ☐
 Credit Card Number _____ Expiration Date: _____

I hereby authorize Springmaid Beach to charge the above credit card for one night's deposit in the amount of \$ _____. Furthermore, I fully understand and accept the terms of the Cancellation and Early Departure Policies as stated below and agree that unpaid incidental charges remaining at checkout shall be charged to this card.

 Signature of Authorized Cardholder

List of Names of Individuals staying in the room: (Persons sharing a room should send forms together)

For Office Use Only:	
Type Scholarship:	
Total for Lodging:	
Approved Scholarship Amount:	
Balance Due by Student:	

RESERVATION DEADLINE: The deadline for making reservations for the Summer School of Gerontology event is 8/5/04. The rates quoted on this reservation form are only guaranteed until 8/5/04. All requests for early arrivals and additional nights will be confirmed in writing. This form should be returned to the Springmaid Beach Group Sales Office with one night's deposit either by mail or fax. (For accuracy and verification purposes, Springmaid Beach does not accept telephone reservations for group events.)

CANCELLATION AND EARLY DEPARTURE POLICIES: Guests canceling reservations at least 15 days prior to the Summer School of Gerontology event, 8/5/04, will be refunded their entire deposit less a \$25.00 processing fee for each canceled reservation. Cancellations made after 8/5/04 will result in complete forfeiture of deposit, regardless of reason. Changes in length of stay made after 8/5/04 or upon arrival will result in complete forfeiture of deposit. There are no refunds for early departure.

CHECK-IN AND LOCATION: Check-in at Springmaid Beach is not guaranteed until 4 p.m. or later.

Return To: Springmaid Beach, Group Sales, 3200 S. Ocean Blvd., Myrtle Beach, SC 29577, (800) 770-7198, Fax (843) 315-6146,
www.springmaidbeach.com.

Springmaid Beach REGISTRATION FOR MEALS

(Please complete one form per person)

Name: _____

Agency: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Arrival Date: _____ Departure Date: _____

Meals may be purchased on-site.

Please place a check to the left if you plan to attend and write the price to the right.

8/21	Sunday:	_____ Dinner	\$9.68	\$ _____
8/22	Monday:	_____ Breakfast	\$5.91	\$ _____
		_____ Lunch	\$7.00	\$ _____
		_____ Dinner	\$9.68	\$ _____
8/23	Tuesday:	_____ Breakfast	\$5.91	\$ _____
		_____ Lunch	\$7.00	\$ _____
		_____ Dinner	\$9.68	\$ _____
8/24	Wednesday:	_____ Breakfast	\$5.91	\$ _____
		_____ Lunch	\$7.00	\$ _____
		_____ Dinner	\$9.68	\$ _____
8/25	Thursday:	_____ Breakfast	\$5.91	\$ _____
		_____ Lunch	\$7.00	\$ _____
		_____ Dinner	\$9.68	\$ _____
8/26	Friday:	_____ Breakfast	\$5.91	\$ _____
		_____ Lunch	\$7.00	\$ _____

Total for Meals \$ _____

All prices are tax inclusive!

PLEASE NOTE: Do not send any money to Bouknight Management Services, LLC, to cover the meal cost. Only the form should be returned to Bouknight Management Services to process the scholarship. Springmaid Beach will invoice any scholarship recipients for the remaining balance, if applicable. **However, if you are not eligible for scholarship funds, please send this form and the money directly to Springmaid Beach.**

VISA ☐ MasterCard ☐ Discover ☐ Diner's Club ☐ American Express ☐

Credit Card Number _____ Expiration Date: _____

I hereby authorize Springmaid Beach to charge the above credit card for the total for meals & program activities \$ _____

Signature of Authorized Cardholder

Return Form to: *Springmaid Beach, Group Sales,
3200 S. Ocean Boulevard, Myrtle Beach, SC 29577
1-800-770-7198 Fax (843) 315-6146*

For Office Use Only:	
Type Scholarship:	
Total for Meals:	
Approved Scholarship Amount:	
Balance Due by Student:	

We Help South Carolinians Understand Their Options and Plan For Long-Term Care

We take a unique multidisciplinary approach to the issues facing elderly persons and their families – including planning for long term care and other complicated health and financial issues that often accompany aging and disability.

We handle all aspects of long-term care, health care, retirement, and estate planning. Medicaid applications and appeals. Long-term and health care planning at divorce and in premarital agreements. Special needs trusts and qualification of accident victims for benefits. Charitable giving alternatives. Patient's rights. Assessment of long-term care and other insurance coverages. Asset preservation planning to avoid spousal impoverishment. Housing and long-term care placements. Complex Marital and Probate Litigation.

Jan L. Warner, J.D., L.L.M. (Taxation)

Mitchell C. Payne, J.D., M.A. (Accounting)

**Charles M. Black, Jr. (former Assistant General Counsel,
South Carolina Department of Health and Human Services)**

Members: National Academy of Elder Law Attorneys

Columbia Office: 1122 Lady Street, Suite 1200

P.O. Box 2628

Columbia, South Carolina 29202

Telephone: (888) 359-7656

Facsimile: (800) 501-2663

Rock Hill Office: 113 East Main Street, Suite 100

Rock Hill, South Carolina 29731

(803) 329-8656

(803) 325-2973

Visit Us At

<http://www.elderlaw-sc.com>

email: attorneys@elderlaw-sc.com

**Summer School of Gerontology
1301 Gervais Street, Suite 200
Columbia, SC 29201**

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